



## Who are we?

We are Human Matters because human's matter. Privacy is a fundamental human right and we take it seriously. We know what our specialty is...humans, so we work with Securys whose specialty is data protection to make sure we do this as best we can.

To find out more about them visit [www.securys.co.uk](http://www.securys.co.uk).

Contact us at [info@humanmatters.co.uk](mailto:info@humanmatters.co.uk)

Our address is 65 Peach Street, Wokingham, Berkshire, RG40 1XP, GB

Our contact telephone number is 0792900016

Our website can be found at [www.humanmatters.co.uk](http://www.humanmatters.co.uk)

Our Ico registration number is **ZB796167**

This privacy notice tells you how we handle your personal data in line with the UK data protection act 2018. We do our best to be as compliant as humanly possible.

## When you visit our website

We will collect your name, email and details of your enquiry if you complete the contact us form. We will use this data to deal with your enquiry.

We do this with your consent, which you can withdraw at any time.



## When you interact with us on social media

We use LinkedIn and various other social channels to promote our business. When you comment on our posts or send us a private message you may provide us with your personal data. We will only use the personal data you provide us to communicate with you and for no other purpose. We may also obtain information from LinkedIn about how you interact and engage with our posts and pages on their platform. We process your personal data on the basis our legitimate interest in promoting our business, increasing audience engagement on social media, and responding to your comments and queries.

To find out what these sites are doing with your data please go to them and look up their privacy notices.

## When you contract our HR services

We will take the relevant contact name, address, company registration details. We may get the names and job titles of your employees to provide you with our services on some occasions.

We do this under performance of a contract.

## If you want us to find you a candidate

We will need your name, email address and phone number (optional) so we can contact you and discuss your needs and then go and look for the right person for your vacancy.

We do this under performance of a contract.



## When you ask us to help find you job

We will need your CV, your name, location, employment history and details about relevant parts of your education.

We do this under performance of a contract.

We *do not need* the following, which is defined as special category data: racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural

person's sex life or sexual orientation. But if you choose to provide us with this data you do so with consent which can be withdrawn at any time.

We will likely delete any data you provide that we do not need.

We will then meet with you in person or online and ask you for more details about you and what role you want and other preferences that will help us to find you the right job. We put this information into our applicant tracking system.

We do this under performance of a contract.

## How do we protect your data?

We use technical and organisational measures (access controls, least user privilege etc.) to look after your personal data.

## How long do we keep your data?

We retain candidate CV's and candidate data for 24 months or until you advise us otherwise.



## Your privacy rights

You have (in certain circumstances) the right to:

- Access your data.
- Rectify it if it is not correct or up to date, maybe you've got a new phone number, email address or key piece of information that needs adding to the CV we have for you let us know.
- To ask us to delete your data.
- Withdraw your consent

If you are not happy with how we have handled your personal data, firstly we are sorry but please talk to us and we will do our best to resolve the problem. But if you are still unhappy you can of course go to the UK regulator and talk to them.

<https://ico.org.uk/make-a-complaint/>

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Email: [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk)

Last updated November 2024

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Company registration 15823497